January 1, 2017

I hope everyone had a great holiday. As we get back into the swing of things, I have provided some information below as part of the Engineering Research Business Services Monthly Newsletter. Please review and let me know if you have any questions or concerns.

- **Asset Management:**
  - Do not move assets out of the room they reside without informing the equipment custodian.
  - An asset is defined as all moveable items that have a probable useful life of one or more years, have original cost or value of $5,000 or more and are neither permanently attached to the building or its utility systems not incorporated into the building at the time of initial construction or during/after modifications.
  - Equipment custodians are responsible for physical condition and location of equipment. It is their responsibility to communicate to the coordinator any changes in equipment.
  - Contact your fiscal associate for additional information.

- **Travel Tip:**
  - Would you like reimbursed for your university travel? Please submit reimbursements within 90 days of completion of the trip, including reimbursements on trips associated with blanket travels.

- **Mileage Reimbursement Change:**
  - Effective January 1, 2017, the mileage reimbursement rate will decrease from 54 cents to 53.5 cents a mile for all business miles driven from January 1, 2017 through December 31, 2017.

- **Internal purchases:**
  - Buying something from another department within OSU? Leave that PCARD behind. Instead have an eRequest entered as a Standard Purchase Order and bring it with you to pick up needed supplies.
    - To obtain the cost of the item/items to be purchase you can call, login to eStores, or visit the website of the vendor.
    - Please see list of all Internal Vendors.